



MERIT PROMOTION JOB OPPORTUNITY

www.gpo.gov

Announcement Number: 08-578 (**Applicants who applied under 07-412 must re-apply to receive consideration**)

Position Title: Printing Plant Worker (Bindery)

Series and Grade: KX-4402-04

Salary Range: \$20.00 - \$21.58 PH

Promotion Potential: None

Opening Date: 05/07/08

Closing Date: 05/14/08

Location of Position: Plant Operations
Office Of the Production Manager
Secure Production Facility
Stennis, MS (GPO will not pay relocation costs)

Number of Openings: One

Type of Appointment: Permanent

Work Schedule: Full Time, Shift 1

Who May Apply: All U.S. Citizens

Make Your Mark on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

MAJOR DUTIES:

The incumbent is responsible for packing labeling and shipping passports. Specifically, duties involve the following tasks: Maintains ledger of numbered passports and cartons shipped. Security wraps (tapes) each carton with reinforced tape, and handwrites passport numbers on the labels. Inspects passports to ensure that the numbers correspond with labels. Loads cartons onto skids and then bands and transports skid by hand operated power truck to the elevators and loading dock. Occasionally uses power trucks to transport the skids. Writes receipts and billing packing for each load shipped. Stacks empty cartons into carton feeder of machine and restacks when problems arise with carton feeder. Fills and/or refills label feeder with large spool or roll of labels. Keeps the area clean and neat. Performs other related duties as assigned.

- NOTE 1:** The selectee(s) must successfully obtain and maintain a suitability determination as a condition of retention in the position.
- NOTE 2:** Selectee(s) may be required to attend training in Washington, DC.
- NOTE 3:** The selectee(s) will be required to pass a physical and strength test prior to appointment to this position.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***Ability to provide production support services.*** This includes maintaining and keeping records, inspecting items, making arithmetic computations and operating power trucks in a production environment. Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to provide production support services. **(SCREEN OUT)**
2. Skill in keeping pace with production machinery.
3. Ability to inspect work to ensure that all materials are in proper sequence order and to identify errors.
4. Ability to safely operate a power truck to transport materials.
5. Ability to follow oral and written instructions.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you may lose consideration for the job.

STEP 1: Complete the attached Special Application Form AND complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The **Special Application Form** is available electronically at <http://www.gpo.gov/careers/jobs/08-578.pdf>. The OF-612 is available electronically at <http://www.opm.gov/forms/pdf>. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be

considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HC Consulting Services
NiCole B. Powell
Phone: (202) 512-1308
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, physical, strength test, background check, and reference check before appointment.

GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

SPECIAL APPLICATION FORM

Special Application for the Following Vacancy:

Printing Plant Worker (Bindery)
Plant Operations, Office of the Production Manager
Secure Production Facility, Shift 1

Vacancy Announcement Number: 08-579

Open: 05/07/08

Close: 05/14/08

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

1. Have you ever worked in a job which required you to maintain accurate records and do arithmetic calculations?

_____ YES _____ NO

If yes, please explain in detail:

a. What were your responsibilities?

b. What kind of records did you maintain?

c. How did you perform arithmetic calculations?

d. What did you have to calculate?

e. What type of environment did you perform these duties?

f. Where did you acquire this experience?

g. For what period of time did you perform this type of work?

_____ YEARS, _____ MONTHS.

2. Have you ever worked in an environment where you had to hand feed items into machinery while keeping pace with production?

_____ YES _____ NO

If yes, please explain in detail:

a. What were your responsibilities?

b. What type of machinery did you work on?

c. What kinds of adjustment did you make to ensure accurate production?

d. Where did you acquire this experience?

e. For what period of time did you perform this type of work?

_____ YEARS, _____ MONTHS.

3. Have you ever worked in a position where you were responsible for inspecting items?

_____ YES _____ NO

If yes, please explain in detail:

a. What kind of items did you inspect?

b. Why was it important to inspect these items?

c. What precautions were taken to ensure proper sequence?

d. What steps did you take if you found any discrepancies?

e. Where did you acquire this experience?

f. For what period of time did you perform this type of work?

_____ YEARS, _____ MONTHS.

4. Have you ever worked in a job where you had to operate power trucks to transport materials and equipment?

_____ Yes _____ No

If yes, please explain:

a. What was the title of your position?

b. List the types of industrial trucks you operated.

b. What kind of materials and equipment did you have to transport?

c. What kind of environment did you operate these trucks?

d. Where did you acquire this experience?

e. How many months or years did you operate the forklifts you listed?

_____ YEARS, _____ MONTHS.

5. Have you ever worked in a position where you were required to follow oral and/or written instructions?

_____ Yes _____ No

If yes, please explain in detail:

a. Give two examples of oral instructions you had to follow.

b. Give two examples of written instructions you had to follow.

6. Have you ever received an award while working for the Federal Government?

_____ YES _____ NO

If Yes, please check the appropriate boxes below as to the type of award(s) received. For each type specify the years received and whether or not it was a Cash Award.

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
___ Outstanding Performance Award	_____	_____ Yes _____ No
___ Special Achievement Award	_____	_____ Yes _____ No
___ Quality Step Increase	_____	_____ Yes _____ No
___ Approved Suggestions	_____	_____ Yes _____ No
___ Other GPO Awards (Give Names)		
_____	_____	_____ Yes _____ No
_____	_____	_____ Yes _____ No

7. Have you ever taken courses or training that were related to the position for which you are applying?

_____ YES _____ NO

If Yes, please complete the following:

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate of Completion Received.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have **answered every question.** Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____

Date: _____